# Convention on Cluster Munitions

5 June 2018

Original: English

**Eighth Meeting of States Parties**
**Geneva, 3 - 5 September 2018**
Item 7 (j) of the provisional agenda
**Review of the status and operation of the Convention and other matters important for achieving the aims of the Convention**
**Implementation support**

## Implementation Support Unit 2019 Work Plan and Budget

**Submitted by the Implementation Support Unit (1 June 2018)**

### Summary


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| Main objective: | To support the States Parties to the Convention on Cluster Munitions (CCM) on the implementation of the Convention during the period 1 January to 31 December 2019 in accordance with the decision taken by the States Parties at the First Review Conference (1RC) in September 2015, at subsequent Meetings of States Parties and pursuant to the priorities established by the States Parties through the Dubrovnik Action Plan (DAP) |
| Specific objectives: | • Provide technical support and advice to the Presidency in all aspects of its role and mandate in leading the work of the Convention;<br>• Provide support to all States Parties through the Convention's implementation machinery and office holders, as well as the sponsorship programme and the thematic working groups;<br>• Provide advice and technical support to individual States Parties through the development of a resource base of relevant expertise and practices on the implementation of the Convention;<br>• Prepare for and keep records of formal and informal meetings under the Convention and other relevant knowledge products, expertise and information pertaining to the implementation of the Convention;<br>• Facilitate communication amongst States Parties and other relevant actors, cooperate and coordinate amongst these and maintain public relations including efforts to promote universalization and other work of the Convention;<br>• Serve as an interface between the States Parties and the international community on issues related to the |

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| | implementation of the CCM. |
| Expected outcomes: | • The Presidency has effectively led the work of the Convention as mandated by the States Parties;<br>• The implementation machinery and office holders have performed their mandate in accordance with the decisions of the States Parties;<br>• Meetings of States Parties and other informal meetings are held as required and are organized efficiently and effectively, including the sponsorship programme to facilitate participation in these meetings;<br>• States Parties have acted and are able to report on their universalization, stockpile destruction, clearance and risk reduction education, victim assistance, international cooperation and assistance, transparency measures and national implementation measures obligations;<br>• Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work effectively and efficiently;<br>• The Convention has become more universal. |
| Budget: | CHF 475,362 |

# I. The Convention on Cluster Munitions (CCM)

1. The Convention on Cluster Munitions (CCM) is a humanitarian imperative-driven legal instrument which prohibits all use, production, transfer and stockpiling of cluster munitions. In addition, it has established a framework for cooperation and assistance to ensure adequate assistance to survivors and their communities, clearance of contaminated areas, risk reduction education and the destruction of stockpiles.

2. Adopted on 30 May 2008 in Dublin, Ireland, and signed on 3 December 2008 in Oslo, Norway, the CCM entered into force on 1 August 2010. As at 31 May 2018, 10 years after its adoption and 8 years after its entry into force, a total of 120 states have joined the Convention, 103 as States Parties and 17 as Signatories.

3. By ratifying or acceding to the CCM, States Parties commit to never use, produce, stockpile or transfer cluster munitions. In addition, States Parties commit to destroy existing stockpiles in 8 years; clear contaminated land in 10 years; conduct risk reduction education; assist victims; provide technical, material and financial assistance to other States Parties; undertake transparency measures; adopt national implementation measures and promote universal adherence to the Convention.

# II. The CCM Implementation Support Unit Mandate

4. The mandate of the Implementation Support Unit (ISU) articulated by the States Parties to the Convention defines the Unit's tasks and responsibilities, inter alia, in the following ways:

(a) Assist the President in all aspects of the Presidency and support the thematic Coordinators in their efforts to prepare, support and follow-up on formal and informal meetings of the Convention;

(b) Offer advice and support to individual States Parties on the implementation of the Convention;

(c) Develop and maintain a resource base of relevant technical expertise and practices and, upon request, provide States Parties with such resources;

(d) Facilitate communication among States Parties and other relevant actors, cooperate and coordinate amongst these and maintain public relations, including efforts to promote the universalization of the Convention;

(e) Keep records of formal and informal meetings under the Convention and other relevant knowledge products, expertise and information pertaining to the implementation of the Convention;

(f) Organize the set-up of a sponsorship programme assisted by the Geneva International Centre for Humanitarian Demining (GICHD) and provide guidance, input and support to the programme.

# III. Premise of the CCM ISU 2019 Work Plan

5. In accordance with the decision taken by States Parties at the 1st Review Conference (1RC) held in Dubrovnik, Croatia in September 2015 on the Financial Procedures on the Implementation Support Unit, this Work Plan is being circulated to all States Parties for their consideration as required, **60 days** prior to the Eighth Meeting of States Parties (8MSP) to be held in Geneva from 3-5 September 2018. The proposed 2019 Work Plan articulates the main activities that the ISU will undertake during the year in a manner consistent with the Unit's mandate and the ISU's 2016-2020 Work Plan and budget which was approved by States Parties during the 1RC. This draft 2019 Work Plan has already been reviewed and endorsed by the Coordination Committee.

6. Furthermore, the 2019 Work Plan of the ISU is based on the priorities and anticipated results established by States Parties in the Dubrovnik Action Plan which will continue to serve as a tool to monitor progress in the execution of the Convention's key result areas up to the 2nd Review Conference (2RC) in 2020. Some of the actions are aimed at ensuring timely implementation of States Party commitments under the Convention particularly given that in the period between the First and Second Review Conferences many States Parties will face their respective legally stipulated deadlines on stockpile destruction and clearance of cluster munition remnants in affected areas.

# IV. Priorities of the CCM Implementation Support Unit

7. In fulfilling its mandate the ISU has established its priorities and annual work plan based on decisions taken by States Parties at their formal meetings. At the 1RC States adopted the Dubrovnik Action Plan which seeks to carry forward the aim of promoting effective implementation of the provisions of the CCM up to the 2RC of the Convention to be held in 2020.

8. Based on the 1RC decisions, and decisions taken at subsequent Meetings of States Parties, the ISU in 2019 will prioritize support to States Parties directly and through the thematic working groups as provided for by the main thematic areas of the Convention:

## A. Support to the Presidency and the Coordination Committee

9. The ISU will support the Presidency and Coordination Committee in their efforts to accomplish their mandate through the following activities:

(a) Assist to coordinate work associated with as well as to discharge assigned tasks derived from the Convention's formal Meetings of States Parties and other informal meetings;

(b) Support the effective leading of the work of the Convention by the President and the President-Designate in all aspects of the Presidency, including preparing and convening formal and informal meetings, and providing implementation status updates and analysis to support the work of States Parties;

(c) Support preparations of the Ninth Meeting of States Parties (9MSP) by the host State (if the 9MSP is held outside Geneva) regarding the logistical and organizational aspects of the of the meeting;

(d) Assist the Presidency on the preparation of the CCM Annual Progress Report to be submitted at the 9MSP.

## B. Support on Universalization

10. The ISU will support the Coordinators of the thematic Working Group on Universalization and States Parties in their efforts to increase the number of States Parties to the CCM; enhance promotion of the Convention and increase adherence to and reinforcement of the norms established by the Convention through the following actions:

(a) Support Coordinators in identifying potential new States Parties;

(b) Provide summaries and background information on past and ongoing universalization efforts;

(c) Assist Coordinators in their demarches and outreach activities with key stakeholders;

(d) Support Coordinators in organizing and running targeted meetings, seminars and workshops;

(e) Share available resources/tools and provide practical assistance to Signatory States and States not Party requiring assistance prior to ratification/accession.

## C. Support on Storage and Stockpile Destruction

11. The ISU will support the Coordinators of the Working Group on Stockpile Destruction and States Parties in the implementation of Article 3 through the following actions:

(a) Provide advice and facilitate relevant technical expertise as required by States Parties with Article 3 obligations, with a specific focus on States Parties with deadlines in 2019 and 2021 and those that may need to submit an extension request should they be likely to miss their Convention deadlines;

(b) Provide assistance as required on reporting on progress achieved, challenges faced and needs of assistance in the implementation of Article 3;

(c) Facilitate communication of requests for international cooperation and assistance submitted by States Parties with obligations under Article 3 in their Article 7 transparency reports to States Parties and other stakeholders in a position to provide support;

(d) Assist promote country specific approaches or *Country Coalitions* to enable States Parties in need of assistance with the implementation of their Article 3 obligations to meet their Convention stipulated deadlines;

(e) Facilitate increased information exchange on efficient, safe, cost-effective and environmentally-friendly stockpile destruction practices;

(f) Provide technical support to States Parties that are likely to miss their deadlines and need to prepare and submit extension requests regarding their Article 3 obligations.

## D. Support on Clearance and Risk Reduction Education

12. The ISU will support the Coordinators of the Working Group on Clearance and Risk Reduction Education and States Parties with Article 4 obligations through the following actions:

(a) Provide relevant information and facilitate the exchange of appropriate technical expertise as required by States Parties to assist them in the development of efficient, safe, cost-effective and environmentally-friendly clearance practices;

(b) Facilitate communication pertinent to Article 4 obligations to encourage evidence-based reporting and the achievement of compliance within the stipulated deadline.

(c) Facilitate increased and targeted cooperation between and among relevant stakeholders in the implementation of the Convention's Article 4 obligations with a specific focus on States Parties with deadlines in 2020 and 2021;

(d) Assist promote country specific approaches or *Country Coalitions* to enable States Parties in need of assistance with the implementation of their Article 4 obligations to meet their time bound deadlines;

(e) Provide advice and facilitate relevant technical expertise as required by States Parties with Article 4 obligations, with a specific focus on States Parties with deadlines in 2020 and those that may need to submit an extension request should they be likely to miss their Convention deadlines.

## E. Support on victim assistance

13. The ISU will support the Coordinators of the Working Group on Victim Assistance and States Parties with Article 5 obligations through the following actions:

(a) Provide relevant information and facilitate the exchange of appropriate technical expertise as required by States Parties to assist them in improving the quantity and quality of assistance provided to cluster munition victims and other persons with disabilities;

(b) Promote the exchange of information on good and cost effective practices;

(c) Encourage increased involvement of victims in policy-making and decision-making processes;

(d) Assist promote country specific approaches or *Country Coalitions* to enable States Parties in need of assistance with the implementation of their Article 5 obligations to meet their time bound deadlines;

(e) Assist promote an integrated approach to victim assistance and enhance cooperation with other Conventions and the broader disability sector.

## F. Support on International Cooperation and Assistance

14. The ISU will support the Coordinators of the Working Group on International Cooperation and Assistance and States Parties through the following actions:

(a) Facilitate communication to encourage strengthened partnerships between and among States Parties and other relevant stakeholders in order to enable timely and effective implementation of treaty obligations;

(b) Promote cooperation and assistance through enhanced information, best practices and challenges sharing as well as through technical, financial and expertise exchanges;

(c) Facilitate the exchange of information between States Parties requiring assistance and those in a position to provide it in order to better target scarce resources and ensure compliance with obligations under the Convention within the stipulated deadlines.

(d) Assist promote country specific approaches or *Country Coalitions* to foster the comprehensive implementation of the Convention through coordinated and targeted cooperation.

## G. Support on Transparency Measures

15. The ISU will support the Coordinator on Transparency Measures and States Parties through the following actions:

(a) Encourage an increased rate of timely and quality reports by States Parties by regularly highlighting the important role played by the information shared through the transparency reports in the effective implementation of the Convention;

(b) Provide targeted technical assistance to States Parties as required;

(c) Assist follow up and monitor the submission of initial and annual transparency reports;

(d) Assist promote the importance of reporting as a tool to clarify challenges, measure progress and enhance cooperation and assistance;

(e) Facilitate the exchange of information on the best and most cost-effective reporting practices;

(f) Provide analytical summaries of information contained in Article 7 reports in order to facilitate the practical use of reporting, with special emphasis on obligations under Articles 3, 4, 5, 6 and 9.

## H. Support on National Impiementation Measures

16. The ISU will support the Coordinator on National Implementation Measures and States Parties through the following actions:

(a) Facilitate communication and dissemination of existing tools to encourage an increased rate of Article 9 compliance by States Parties;

(b) Assist monitor Article 9 compliance by States Parties and provide targeted technical assistance to States Parties as necessary;

(c) Assist increase the awareness of national actors of obligations under Article 9 of the Convention resulting in compliant national military doctrine, policies and training.

## I. Communication

17. In enhancing the availability and dissemination of Convention related information, the ISU will:

(a) Administer, maintain and constantly update the official website and social media accounts of the Convention to ensure quality and timely dissemination of information about the Convention;

(b) Facilitate communication among States Parties, States not Party and with all relevant other actors, organizations and institutions and maintain public relations;

(c) Produce Convention related publications and other promotional materials as necessary.

# V. Excepted Outcomes

18. As a result of the ISU's support to the States Parties in 2019, the ISU anticipates contributing to the following outcomes:

(a) The implementation machinery and office holders have performed their mandate in accordance with the decisions of the States Parties;

(b) Meetings of States Parties and other informal meetings are held as required and are organized efficiently and effectively, including the sponsorship programme to facilitate participation in these meetings;

(c) States Parties have acted and are able to report on their universalization, stockpile destruction, clearance and risk reduction education, victim assistance, international cooperation and assistance, transparency measures and national implementation measures obligations;

(d) Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work effectively and efficiently;

(e) States Parties have developed stronger partnerships and that to the largest extent possible these are country specific *Country Coalitions*;

(f) The Convention has become more universal.

## VI. 2019 Activities, Outputs and Outcomes

**Outcome 1**: The implementation machinery and office holders have performed their mandate in accordance with the decisions of the States Parties.

**Output 1.1**: The Presidency receives the information and advice necessary to carry out its functions.

**Activity 1.1.1**: Assist the President and President-Designate in all aspects of the Presidency related to the pursuit of the objectives of the Convention.

**Activity 1.1.2**: Provide substantive support through the drafting of implementation status updates, situational analysis and other practical documents and tools.

**Activity 1.1.3**: Prepare, support and follow-up as necessary on formal and informal meetings of the Convention.

**Output 1.2**: Thematic Coordinators and their respective working groups receive sufficient advice and support to enable them guide States Parties in meeting their obligations.

**Activity 1.2.1**: Support the thematic Coordinators and the working groups according to their respective priorities based on the Dubrovnik Action Plan and annual work plans for the period of their mandate.

**Activity 1.2.2**: Prepare and support informal meetings on behalf of thematic Coordinators, including the preparation of relevant documents.

**Activity 1.2.3**: Carry out follow-up activities upon request by thematic Coordinators and/or respective working groups.

**Activity 1.2.4**: Keep records of formal and informal meetings and other relevant knowledge products, expertise and information.

**Outcome 2**: Meetings of States Parties and other informal meetings are held as required and are organized efficiently and effectively, including the sponsorship programme to facilitate participation in these meetings.

**Output 2.1**: The Presidency, thematic Coordinators and respective working groups receive the advice and support necessary to ensure a successful hosting of the Ninth Meeting of States Parties (9MSP).

**Activity 2.1.1**: Provide substantive support as required by the Presidency, the host State and the Coordination Committee for the organization of the Ninth Meeting of States Parties.

**Activity 2.1.2**: Carry out, as necessary, exploratory missions to prepare for the Ninth Meeting of States Parties.

**Output 2.2**: The Presidency, thematic Coordinators and respective working groups receive the advice and support necessary for the organization of formal and informal meetings related to the pursuit of the Convention's aim throughout the year.

**Activity 2.2.1**: Prepare and convene formal and informal meetings under the Convention - upon request.

**Activity 2.2.2**: Keep records of and take follow-up action on tasks emanating from formal and informal meetings under the Convention - upon request.

**Output 2.3**: An increased number of States Parties and other interested States attend meetings of the Convention as a result of a well-functioning sponsorship programme.

**Activity 2.3.1**: Administer the sponsorship programme - assisted by the GICHD - based on criteria set by the Coordination Committee.

**Outcome 3**: States Parties have acted and are able to report on their universalization, stockpile destruction, clearance and risk reduction education, victim assistance, international cooperation and assistance, transparency measures and national implementation measures obligations.

**Output 3.1**: States Parties receive sufficient advice and support to enable them to act on the commitments contained in the Dubrovnik Action Plan.

**Activity 3.1.1**. Provide advice and facilitate relevant technical expertise to States.

**Activity 3.1.2**: Provide States with the necessary information, tools and resources to implement their obligations.

**Activity 3.1.3**: Facilitate increased cooperation between and among relevant stakeholders in the implementation of the Convention.

**Activity 3.1.4**: Carry out, upon request by States, support missions to offer technical assistance on the implementation of the Convention's core commitments.

**Activity 3.1.5**: Organize - upon request - workshops with a regional or thematic focus on the Convention's core commitments.

**Output 3.2**: States Parties receive sufficient advice and support to enable them report on their obligations under the Convention.

**Activity 3.2.1**: Assist in following up on the submission of initial and/or annual transparency reports and overdue reports by sending regular reminders and providing targeted support to States Parties as necessary.

**Activity 3.2.2**: Facilitate the exchange of information on best and most cost-effective report practices.

**Activity 3.2.3**: Encourage an increased rate of timely submissions and quality transparency reports by States Parties.

**Activity 3.2.4**: Promote the importance of reporting as a tool to clarify challenges, measure progress and support cooperation and assistance.

**Outcome 4**: Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work effectively and efficiently.

**Output 4.1**: Representatives of States Parties are more knowledgeable about the Convention.

**Activity 4.1.1**: Provide, upon request, in depth briefs on the Convention to new State Party representatives.

**Activity 4.1.2**: Facilitate communication to encourage strengthened partnerships between and among States Parties and other relevant stakeholders in order to accelerate the full implementation of the Convention.

**Activity 4.1.3**: Promote cooperation and assistance through enhanced sharing of information, best practices and challenges through technical, financial and expertise exchanges.

**Activity 4.1.4**: Develop and maintain a resource base of relevant technical expertise, practical and analytical tools and resources.

**Output 4.2**: Information on the Convention and its operations has been made more readily available to States Parties.

**Activity 4.2.1**: Produce and widely disseminate Convention related publications and other promotional materials as necessary.

**Activity 4.2.2**: Administer, maintain and continually update the official website of the Convention and provide substantive information about the Convention through different tools such as emails, social media, newsletters and the Convention's website.

**Activity 4.2.3**: Communicate, as appropriate, the decisions and priorities resulting from the Convention's meetings.

**Outcome 5**: States Parties have developed stronger partnerships and that to the largest extent possible these are country specific Country Coalitions

**Output 5.1** States Parties receive the required support to develop stronger partnerships that are ideally country specific *Country Coalitions*.

**Activity 5.1.1**: Support meetings convened by affected States Parties and/or thematic Coordinators and furnish relevant background information, tools and resources as required.

**Activity 5.1.2**: Facilitate information sharing between and amongst States requiring assistance, donor States and other stakeholders to enhance existing or the creation of new partnerships to boost implementation of the Convention.

**Activity 5.1.3**: Carry out support missions upon the request by States Parties as relevant.

**Outcome 6**: The Convention has become more universal.

**Output 6.1**: The universalization Coordinators and CCM States Parties have the desired support to act on the universalization commitments described in the Dubrovnik Action Plan.

**Activity 6.1.1**: Support meetings convened by the Coordinators and furnish background information, tools and resources as required.

**Activity 6.1.2**: Assist the Coordinators in their outreach efforts and follow up upon request.

**Activity 6.1.3**: Carry out support missions upon request by States.

**Activity 6.1.4**: Organize and convene - upon request - workshops or seminars on universalization with a regional or wider focus.

**Activity 6.1.5**: Provide existing tools and practical assistance to signatory States and/or States not Party requiring assistance prior to ratification/accession.

## VII. Assumptions

That the 2019 work plan and budget as presented is adopted by States Parties and not drastically amended from the prior approved 5-year work plan approved at the First Review Conference.

That predictable and sustainable funding for the work of the ISU work plan is made available by States Parties in a timely manner.

That States Parties ensure that the funding level is commensurate to the approved ISU work plan for the year.

That there will be close collaboration and that all relevant actors (States Parties, UNODA, International Governmental and Non-governmental organizations and civil society) carry out their roles as expected given the small size of the ISU which requires that all its actions are efficient and cost-effective.

# VIII. Implementation Support Unit 2019 budget

| *Cost* | *2019* | *Notes* |
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| Salaries | 353,362 | The Director and Implementation Support Specialist working 100% supported by a Implementation Support Assistant working 50%. |
| Social Charges | 65,000 | At 20% of annual salary includes mandatory accident and travel insurance. |
| Communication | 6,000 | Website maintenance, CCM promotional material, publications, consultancies, etc. |
| Travel | 44,000 | Participate in Convention related meetings and travel on missions to States Parties as required. Average of 9 trips in economy class. |
| Other implementation support costs | 7,000 | Consultancies, room rentals, workshops, catering, etc. |
| Total | 475,362 | |
| Administrative expenses | Geneva International Centre for Humanitarian Demining in-kind | Covers costs such as rent of office, internal control system, administration of sponsorship programme, HR management, etc. |

**Budget Notes**

- Increased activities are anticipated in 2019 as three Article 3 deadlines are due in 2019 and as the first Article 4 deadlines in 2020.
- The anticipated 9 trips per year would include 4 long and 5 short economy class tickets by ISU staff.
- The monetary value of the GICHD in-kind contribution will be dependent on, inter alia, the frequency of meetings held by Coordinators, the States Parties and a number of other variables.